

MILPERSMAN 1306-602

SERVICE SCHOOL ELIGIBILITY REQUIREMENTS

Responsible Office	NAVPERSCOM (PERS-4010)	Phone:	DSN COM FAX	882-3865 (901) 874-3865 882-2760
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References	(a) NAVEDTRA 12061, Catalog of Nonresident Training Courses (b) NAVMED P-117, Manual of the Medical Department (MANMED) (c) OPNAVINST 1160.5C (Reenlistment Quality Control Program) (d) OPNAVINST 1514.1B
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1. **Eligibility Requirements.** Service school candidates must meet the general requirements described herein and the specific prerequisites for each school as set forth in reference (a) or other appropriate directives.

a. **Entrance Standards/Security Clearance.** Commanding officers (COs) must screen candidates to ensure they meet school entrance standards, including appropriate security clearance requirements.

b. **Physical.** Members must have passed most current physical readiness test (PRT) and be within body composition assessment (BCA) standards in addition to being physically qualified for transfer per reference (b), article 15-30.

(1) Those requiring medical attention, that will not allow uninterrupted completion of course of instruction, shall not be transferred to school.

(2) Refer to MILPERSMAN 1306-114 for assignment of pregnant Navy members to school. Recommendation from the medical officer must be forwarded to Navy Personnel Command (NAVPERSCOM), Shore Special Programs Assignment Branch (PERS-4010S).

c. **Education.** When high school graduation is a prerequisite for a particular service school, successful passing

of the high school level General Educational Development (GED) test will be accepted for qualification.

d. Suitability Evaluation. COs must ensure that members selected for transfer to Navy service schools are well suited to the course of instruction as well as the type of work associated with the training.

(1) The basis for evaluation should include performance and military behavior, physical characteristics, mental aptitude, applicable scores on Navy tests, civilian occupations, previous training, experience, hobbies, and interests.

(2) Initiative in pursuing college education, completing Navy courses, and participation in Post-Secondary, Adult, and Continuing Education Program courses should be factors in recommending a member for a specific "A" School. Grades received in any of the courses completed will also be considered during the screening process.

(3) All commands are reminded that fleet "A" School candidates will make a permanent impression on recruit accessions who make up most of the "A" School population; therefore, all COs are urged to endorse only the best in the fleet for assignment.

e. Disciplinary Record. Candidates shall not have a record of conviction by any court-martial and not more than one nonjudicial punishment (NJP) during the 18 months preceding assignment to school. Waivers for more than one NJP should be submitted to NAVPERSCOM (PERS-4010S).

f. Reference (a) (NAVEDTRA 12061) School Requirements. Candidates and COs should be cognizant of specific school requirements as set forth in reference (a) prior to submission of documentation to support waiverable selection requests.

g. Time on Board

(1) Fleet applicants may submit request after completion of 12 months on board permanent duty station.

(2) Members assigned to first duty station must have a minimum of 12 months on board prior to submission of requests for temporary duty under instruction (TEMDUINS) or duty under

Instruction (DUINS) assignment to Class "A" Schools, and must have a minimum of 18 months on board prior to transfer.

(a) Rated personnel must have 24 months on board prior to transfer, with the exception of training in hospital corps Navy Enlisted Classifications (NEC) 8402, 8403, 8425, 8491, and 8494 which is reduced from 24 to 18 months.

(b) Participation in Navy-wide advancement examinations for open ratings and assignment via returnable quota (ACC 341 schools only) remain an option for overseas commands. Waivers for up to 12 months of the required Department of Defense (DOD) tour will be handled on a case-by-case basis and must be fully justified on NAVPERS 1306/7 (Rev. 1/03), Enlisted Personnel Action Request.

h. **Incur Active Obligated Service (OBLISERV).** Candidates must be willing to incur active OBLISERV per MILPERSMAN 1306-604 and 1050-300. **NOTE:** They must be eligible to extend or reenlist per reference (c) and MILPERSMAN 1050-300.

i. **Pending "A" School Request/Advancement Examination Participation.** COs' attention is directed towards MILPERSMAN 1440-050 which states, "**non-designated personnel who have an "A" School request pending, or have been approved for attendance at an "A" School, are not authorized to participate in an advancement examination for any other rating until completion of the "A" School.**" Once a member participates in an advancement examination, member may not request an "A" School for a different rating until the results of the Navy-wide advancement examination are released.

2. **Recruit Input.** Recruits are assigned to "A" School by NAVPERSCOM.

a. Based on NAVPERSCOM established standards, some recruits are granted an Armed Services Vocational Aptitude Battery (ASVAB) test score waiver for assignment to Class "A" School.

b. Service record entries or reports of ineligibility set forth in this article are not required for recruits.

3. Submission of Requests

a. Fleet applicants should submit their request to NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010) and their respective detailer on NAVPERS 1306/7.

b. Submit requests for "A" Schools to NAVPERSCOM (PERS-4010S); requests for other schools should be addressed to the NAVPERSCOM code specified in reference (a).

c. Members requesting temporary additional instruction (TEMADDINS) (returnable quota) assignment to "A" Schools may submit their NAVPERS 1306/7 as soon as the CO determines the assignment is warranted. **NOTE:** Commands will not be authorized a returnable quota if manning levels for that specific rating is at, or exceeds, 100 percent (e.g., current on board equals or exceeds Navy Manning Plan (NMP)).

4. Requests for Waiver of Eligibility Requirements. Waiver of eligibility requirements (except requirements involving security clearance, OBLISERV, requisite training/physical standards for personal safety) may be requested for members who have exceptional potential.

a. Waiver requests shall be submitted in the CO's endorsement to the quota request and shall include the following:

(1) Specific deficiency and full justification for waiver. In cases of test score waiver, list all available scores separately.

(2) Length of time the member has been striking for the rating for which training is requested, and comments concerning the member's civilian experience as it relates to the requested course of instruction.

(3) Evaluation of the member's overall potential to the Navy, including the member's career intentions and leadership potential.

(4) Courses the member has completed which will enhance the prospect of successful school completion.

(5) NAVPERS 1306/7 must specify if member is applying via the Job Oriented Basic Skills Program (JOBS). Refer to

waiver requirements in reference (d). **NOTE:** The JOBS program is a perfect opportunity for ASVAB deficient applicants to obtain an "A" School upon satisfactory completion of the JOBS course of instruction. If approved, a follow-on "A" School will be added onto the member's orders.

b. When a waiver has been granted, an appropriate NAVPERS 1070/613 (10/81), Administrative Remarks entry must be made prior to the candidate's transfer to school.